



2016 Summer Food Service Program Checklist

Use this document to check off Summer Food Service Program requirements as they are completed. Assign responsibilities to staff members and document dates completed. Keep this check list on file for easy reference.

Task to Complete	Deadline	Documentation	Date Completed	Who
Annual Requirements				
*School Sponsors: Complete outreach for SFSP sites	Before the End of the School Year	Keep a Copy		
Complete SFSP Application Site Information Budget	May 25, 2016	CNPWeb		
	May 25, 2016	CNPWeb		
	May 25, 2016	CNPWeb		
Submit public release to the media	Annually	OPI Media Release	June 1	OPI
Request Sanitation Inspection	At Start of Operation	Keep Copy of Letter and Post Inspection Report		
Collect Racial/Ethnic Data	Once Per Year	Keep Documentation Form		
Submit USDA Foods order for SFSP	April 3, 2016	Keep Receiving Records		
Annual Civil Rights Training for Staff	Once Annually	Keep Documentation Form		
Professional Development Opportunities/Requirements				
Attend a School Nutrition Programs SFSP Workshop (Summer Summit or Webinar)	April/May	Keep Certificate		
Provide SFSP Training for All Site Staff	Before Start of Operation	Keep Documentation Sheet in Records		
Required Self-Reviews				
Preapproval Site Review <i>for New and Problem Sites</i>	Before Start of Operation	Keep a Copy		
First Week Site Visit <i>for New and Problem Sites</i>	Within First Week	Keep a copy		
Fourth Week Site Self Review	Within Fourth Week	Keep a Copy		
Daily Tasks to Complete				
Production Records for Each Meal Service	Daily	Keep in Records		
Receiving Records <i>(for meals served away from production kitchen)</i>	Daily	Keep in Records		
Daily Meal Counts for Each Meal Service	Daily	Keep in Records		
Other Tasks/Duties				
Field Trip Notification to OPI	As Needed	Fax Calendar Sheet to OPI		
Consolidate Daily Meal Counts	Daily/Monthly	Keep in Records		
Submit Claim for Reimbursement	By the 10th of each month	Keep Count Documentation		
Keep detailed financial/ordering records	As Received	Keep Documentation		
Additional Requirements for Enrolled and Camp Sites				
Enrollment Data for Each Session	Pre-Operation	Keep Documentation Used		
Send Public Release to Media	Annually	Keep a Copy and Record Date		
Vended Sites Only				
Agreement to Furnish Food	Pre-Operation	Keep Copy in Records		
Receiving Records	Daily	Keep in Records		

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the June claim).

